



Clallam Transit System

830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

March 22, 2017

FIXED ROUTE TRANSIT OPERATOR RECRUITMENT ANNOUNCEMENT NO. FRTO-032017

Thank you for your interest in the employment opportunities with Clallam Transit System (CTS) in Port Angeles, Washington. Applications are now being accepted for the position of **FIXED ROUTE TRANSIT OPERATOR**.

IMPORTANT NOTE: *This recruitment supersedes all previous recruitments. In order to be considered for this opportunity, all prior applicants (including those previously placed on a CTS hiring list) **MUST (RE)APPLY** under this recruitment announcement.*

POSITION OVERVIEW

Responsible for operating mass transit vehicles to transport passengers to various destinations within the CTS service area.

VACANCY LOCATION(s)

Work locations may vary between the **Port Angeles and Forks bases**, depending on service needs and staffing availability. Positions to be filled at both locations; with multiple vacancies anticipated in the foreseeable future.

COMPENSATION/BENEFIT LEVELS

CTS will be hiring one or more **FIXED ROUTE TRANSIT OPERATORS**. Transit Operators are hired as temporary status during their training period; then upon successful completion of their training period are promoted into Extra Board status.

The following important information highlights the significant compensation, benefits and working conditions for **TEMPORARY** and **EXTRA BOARD** employment statuses.

TEMPORARY STATUS (Non-Represented, No Benefits): A non-represented employment hired on a continuous basis to work 867 hours or less per calendar year. Expected to work less than 70 hours per month for at least 8 months during the 12-month period between October 1 and September 30.

Hourly Wages: Training Period: **\$ 11.00** during training period. Completion of Training: **\$ 19.64** (duration dependent upon successful applicants' experience).

Benefits: Not eligible for benefits other than those mandated by statute.

EXTRA BOARD STATUS (Represented Benefits Eligible): Represented status in accordance with the Labor Agreement By and Between the Clallam Transit System and Amalgamated Transit Union Local 587, Terms and Conditions of Employment for Fixed Route Employees. May/not be regularly scheduled to work on a weekly basis. Hours may increase for short periods of time due to staffing shortages.

Hourly Wages: Training Period: **\$ 11.00** during training period (duration dependent upon successful applicant's experience). Base wage of Fixed Route Transit Operator: **\$ 24.56**. Completion of Training (80% of base wage): **\$ 19.64**. Wage increase on July 4th to **\$ 20.87** (85% of base wage) and 5% step increase each July 4th thereafter until hourly rate reaches 100% of base wage.

Benefits: CTS affords its eligible employees a very generous benefits package, including: A substantial healthcare benefits package (administered through the Public Employees Benefits Board [PEBB]) including:

- **100% employer-paid medical** premiums for employee, with coverage available for qualifying dependents through employee-paid premiums.
- **100% employer-paid dental** premiums for employee; with coverage available for qualifying dependents through employee-paid premiums.
- **Basic life and long-term disability insurances** with option to purchase additional coverages.

Plus:

- Enrollment in **Public Employee Retirement System (PERS)** with employer and employee contributions.
- **CTS Supplemental Post-Employment Healthcare Benefit Program.**
- Monthly employer **VEBA contributions** with additional contributions (up to \$300/month) if medical coverage is waived.
- **General Leave** accruals.
- **10 paid holidays** plus **8 hours annual personal holiday** leave.
- **\$200/\$400 CTS Wellness Program** annual reimbursement for employee/family.
- **Reimbursement of CDL fees and renewals.**
- **Reimbursement for CDL Medical Examination up to the amount charged by CTS' designated medical examiner** (every other year).
- **\$75 sunglasses** expense annual reimbursement (after one year from hire date).
- Tax-free **CTS bus passes** for employee and qualifying dependents.
- Extensive **employee recognition program.**
- Optional enrollment in a **flexible savings account** (Section 125) and **dependent care assistance** with pretax earnings.
- Optional enrollment in **employer-sponsored 457 deferred compensation plan** with pretax earnings.

REQUIRED QUALIFICATIONS

- Valid Washington State Driver's License.
- Five (5) consecutive years of licensed driving experience.
- Possess and maintain a driving record that is acceptable to CTS.
- Basic computer skills.
- Good oral and written communication skills.
- Work effectively with other employees and the general public.
- Obtain and maintain a Commercial Driver's License with passenger endorsement and air-brake restrictions removed.
- Maintain good grooming standards.
- Report to work on time as scheduled.
- Work a variable shift according to work assignments (including evenings and Saturdays).
- Wear company-provided uniform while on duty.

DESIRED QUALIFICATIONS

- High school diploma or recognized equivalency.
- Experience mass transit vehicles.

PHYSICAL DEMANDS

- Able to obtain and maintain a Department of Transportation Medical Card.
- Vision correctable to 20/20.
- Physically capable of operating fixed route vehicles, ranging from 25 to 40 feet in length.
- Assist elderly passengers and persons with disabilities with loading/unloading, and securement of wheelchairs within established safety procedures.
- Physically evacuate passengers in any emergency situations.
- Approximately 80% of working hours sitting and operating a transit bus over specified routes and schedules.
- Approximately 20% of working hours is divided between walking and/or standing during vehicle preparation and scheduled layovers.
- Must be able to conduct pre/post operations checks of bus using a metal pipe that includes crouching to check under bus and lifting engine compartment (25 pounds).
- Frequent pushing/pulling (20 pounds) to turn steering wheel as Transit Operators drive both power and non-power steering buses.
- Infrequent overhead pushing/pulling is also required to change bus destinations signs, open and close windows, adjust mirrors, or to assist passengers boarding bus.
- Must be flexible enough to kneel down or bend over to fasten wheelchair tie-downs.
- Must have ability to converse and listen at ordinary sound levels to passengers and two-way radio.

APPLICATION PROCESS

Please submit a current resume that includes a valid email address and telephone number and email your document(s) to jobs@clallamtransit.com. Please note that communications regarding your application status will be primarily through email so be sure to check your email often. Upon review of your information, you will be contacted with a status update (via email). However due to the large volume of applicants, please refrain from contacting CTS regarding your application status and understand that you will be contacted once information becomes available to share with you.

Your patience is appreciated!

DEADLINE TO APPLY

This recruitment is open until further notice.

SELECTION PROCESS

Successful applicant(s) must pass and/or complete:

- CTS Employment Application
- Employment testing
- Panel interview
- Drug and alcohol screenings
- Physical examination
- Criminal background check
- Driving record check
- Employer reference checks

Candidates will be contacted primarily through email of their progress through the selection process.

Thank you again for your interest!

Clallam Transit System is an Equal Opportunity Employer.

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POSITION DESCRIPTION FORM

POSITION INFORMATION					
Position Title		Transit Operator			
Location/Base		Port Angeles/Forks, Washington			
Reports To Position		Operations Supervisor		Department	Operations – Fixed Route
Supervisory Responsibilities		YES		If YES Position(s) Supervised	
		NO	XX		
Action		Establishment		Effective Date	03/22/2017
	XX	Update/Revision			
EMPLOYMENT STATUS					
FLSA Exempt			Covered By Labor Agreement		
	YES – not eligible for overtime compensation.		YES	Position is represented.	
	NO – eligible for overtime compensation.			XX	Fixed Route/Maintenance
XX			NO	Paratransit	
				Position is NOT represented.	
Status Types		<u>Full-Time</u> : Regularly scheduled to work 35 or more hours in the workweek. <u>Part-Time</u> : Regularly scheduled to work less than 35 hours in the workweek. <u>Extra Board</u> : Substitute for part-time and full-time employees; day-to-day and/or long-term vacancies. Hours of work will vary each week.			
COMPENSATION					
Hourly Wages		Training Period (Transit Operator Trainee): Current Federal/State Minimum Wage (whichever is higher)			
		Completion of Training Period (Transit Operator): \$ 19.64 - \$ 24.56			
POSITION SUMMARY					
The Transit Operator is responsible for operating mass transit vehicles to transport passengers to various destinations within the service area.					
ESSENTIAL FUNCTIONS					
The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.					
• Drives mass transit vehicles in various weather conditions to transport passengers over specified routes to local or distant points. • Drives mass transit vehicles in various weather conditions to transport passengers within a defined service area on a demand-responsive basis.					

- Verifies passes, issues day passes, and directs passengers to deposit fare in farebox.
- Regulates heating, lighting, and ventilation systems for passengers.
- Complies with all traffic regulations and CTS policies/procedures.
- Operates vehicles in a safe and prudent manner.
- Works regularly unless excused by proper authority.
- Reports promptly any delays, accidents, and other incidents that may affect operations.
- Maintains records and makes reports as required.
- Inspects vehicles and performs pre-operation, during operation, and post-operation checks.
- Answers questions from passengers about available routes and schedules.

REQUIRED QUALIFICATIONS

Education

- None.

Experience

- Five (5) consecutive years of licensed driving experience.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge/Competencies

- Ability to meet all requirements to obtain a Washington State Commercial Driver's License Class B with a passenger endorsement.
- Possess and maintain a driving record that is acceptable to CTS.
- Good oral and written communication skills.
- Able to work effectively with other employees and the general public, including the elderly and disabled.
- Able to report to work on time as scheduled.
- Able to work a variable shift according to work assignments; including split shifts, nights, weekends and holidays as required.
- Digitally literate; possesses basic computer skills.
- Work effectively with other employees and the general public.
- Maintain good grooming standards.

DESIRED QUALIFICATIONS

- High school diploma or recognized equivalency.
- Experience driving mass transit vehicles.

PHYSICAL DEMANDS

- Able to obtain and maintain a U.S. Department of Transportation Medical Card.
- Vision correctable to 20/20.
- Physically capable of operating controls of mass transit vehicles.
- Safely assist individuals with the use of securement systems, ramps, and lifts.
- Physically evacuate passengers in emergent situations.
- Approximately 80% of shift sitting and operating a 25-40' transit bus over specified routes and schedules.
- Approximately 20% is divided between walking and/or standing during vehicle preparation, scheduled layovers and reporting to work.
- Conduct pre/post operation vehicle inspections using a metal pipe, lifting the engine compartment cover (25 pounds), and crouching under the vehicle.

- Frequent pushing/pulling (20 pounds) to turn steering wheel as operators drive both power and non-power steering buses.
- Infrequent overhead pushing/pulling is also required to change destination signs, open or close windows, adjust mirrors, or to assist passengers boarding bus.
- Must be flexible enough to kneel down or bend over to fasten wheel chair tie-downs.
- Must have ability to converse and listen at ordinary sound levels to passengers and two-way radio.

WORKING CONDITIONS

- Possess and maintain a valid Washington State Driver's License.
- Safety-sensitive position subject to random testing under the CTS Drug and Alcohol Abuse Policy.
- Pass a background check in accordance to RCW 43.43.830 Background checks – Access to children or vulnerable persons.
- Satisfactorily complete a six (6)-month probationary period.
- Applies for and maintains a good standing membership in the recognized union.
- CTS Workweek is designated Sunday through Saturday.
- May be assigned from the Port Angeles and/or Forks Base.
- Hours of work will vary according to work assignments. Work assignments are determined by a seniority bid system.
- Overtime may be required.
- Attend training and orientation courses as scheduled.
- Satisfactorily complete training and orientation courses.
- Work variable hours according to work assignments scheduled according to seniority.
- Wear clean CTS uniform while on duty.
- Maintain good grooming standards.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.

APPROVAL

Supervisor/Department Manager

Steven Hopkins



Date

3-22-17

Human Resources Administrator

Gina Monger



Date

03-22-2017

General Manager

Wendy Clark-Getzin

Date



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FIXED ROUTE TRANSIT OPERATOR WILLINGNESS QUESTIONNAIRE

Applicant Name – Please Print

Date

TRANSIT OPERATORS are responsible for operating mass transit vehicles to transport passengers to various destinations within the service area of Clallam Transit System (CTS).

TRANSIT OPERATORS are expected to understand and adhere to the working conditions, including but not limited to the following:

- Possess and maintain a valid Washington State Driver's License.
- Five (5) consecutive years of licensed driving experience.
- Satisfactorily complete a six (6)-month probationary period.
- Work in a safety-sensitive position subject to random testing under the CTS Drug and Alcohol Abuse Policy.
- Pass a background check in accordance to RCW 43.43.830 Background checks – Access to children or vulnerable persons.
- Attend training and orientation courses as scheduled.
- Satisfactorily complete training and orientation courses.
- Work a normal work week; Sunday through Saturday.
- Work variable hours according to work assignments.
- Work assignments are determined by a seniority bid system.
- Split shifts, weekends, holidays, and/or night work may be required.
- Wear clean CTS uniform while on duty.
- Maintain good grooming standards.
- Possess and maintain an acceptable driving record.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.
- Extra Board, Part-Time and Full-Time TRANSIT OPERATORS are to become a member of the Amalgamated Transit Union Local 587 and remain a member in good standing.

Because the position of TRANSIT OPERATOR has multiple employment statuses and related compensation/benefit packages, please review each definition carefully.

Temporary: Hired on a continuous basis to work 867 hours or less per calendar year, and is expected to work less than 70 hours per month for at least 8 months during the 12-month period between October 1 and September 30. **Benefits Offered:** Temporary employees are not eligible for benefits other than those mandated by statute. Temporary employment is not represented by the Labor Agreement.

Extra Board: Hired to work on an intermittent basis to fill vacancies as they occur for part-time and full-time employees. Eligible for all benefits under the Labor Agreement By and Between Clallam Transit System and Amalgamated Transit Union Local 587, Terms and Conditions for Fixed Route Employees.

Part-Time: Regularly scheduled to work less than 35 hours per workweek. **Benefits Offered:** Under the Labor Agreement, eligible for health care coverage and participation in PERS, provided the employee meets the specific plan requirements and pays the employee share of the premiums/contributions.

Full-Time: Regularly scheduled to work 35 or more hours in a workweek or is designated as an Extra Board Operator. **Benefits Offered:** Eligible for all benefits under the Labor Agreement By and Between Clallam Transit System and Amalgamated Transit Union Local 587, Terms and Conditions for Fixed Route Employees.

It is important to understand that a TRANSIT OPERATOR's employment status **begins with temporary** status then progresses to an Extra Board, Part-Time and/or Full-Time. Upward movement is based upon vacancies and bidding by seniority.

APPLICANT ACKNOWLEDGEMENT

1. *Upon review of the employment statuses and benefits outlined above, by checking the appropriate box(es), I am willing to accept the following type(s) of employment as a TRANSIT OPERATOR, if an offer of employment is made.*
 - ☐ Temporary
 - ☐ Extra Board
 - ☐ Part-Time
 - ☐ Full-Time
2. *I understand that new CTS TRANSIT OPERATORS are hired as temporary status and promote to the Extra Board, Part-Time and Full-Time positions as vacancies occur and the outcome of seniority-based bidding.*
 - ☐ Yes
 - ☐ No
3. *I have reviewed and understand the following documents: TRANSIT OPERATOR position description, Notice to Job Applicants, along with the working conditions outlined above.*
 - ☐ Yes
 - ☐ No
4. *I am willing and able to accept employment at the Forks base or Port Angeles base.*
 - ☐ Yes
 - ☐ No
 - a. *But if the option is available, I would prefer to be located at the:*
 - ☐ Forks base;
 - ☐ Port Angeles base, or
 - ☐ No preference.
5. *I am able to, with or without accommodation, meet all of the job requirements and perform the duties as described in the TRANSIT OPERATOR position description and recruitment announcement.*
 - ☐ Yes
 - ☐ No

Applicant Signature